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8 November 1965  
EC-65/756

MEMORANDUM FOR: CS/TRO  
CI/TRO  
RID/TRO

SUBJECT: Reorientation of Records Officer Course and Related  
Records Training

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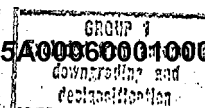
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and the undersigned discussed the orientation of the Records Officer Course and related records training for RO's and CS personnel at large. There was general agreement that: (a) prospective Records Officers need specific orientation on their duties, (b) some not familiar with the Headquarters picture need additional knowledge of the CS records system, (c) the RO Course as it has evolved suggests from undue repetition, (d) the Name Trace Course has many, but not all, of the ingredients needed by desk personnel to understand the processing of operational paper, (e) a continuing problem in the RO Course has been the mix of relatively experienced CS Officers with inexperienced newcomers to the CS, with resultant dilution of the course.

2. This is to propose for your approval, subject to further discussion if necessary, the following plan:

- a. The RO Course will be held, as needed, exclusively for RO nominees. This will be a concentrated course which assumes a fair degree of experience with CS records, dealing primarily with the how and why of RO responsibilities.
- b. Preliminary screening of nominees for the RO Course by CI/TRO should include an assessment of other records, CI, or operational experience and other courses required before final approval as RO is granted. Each case which requires additional training in the judgement of the CI/TRO will be coordinated with the DDP/EMO, and each handle jointly in discussions, or in writing, with the CS component concerned.

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c. The Name Trace Course will be reworked to include some aspects of CS records handling which are not given now in the existing search - and - product-oriented curriculum. (One of the problems in getting people for the Name Trace course is the one week, full time aspect. We might seriously consider making this a two week, half-day course.)

d. We will jointly encourage and pursue a review of the total OIR coverage of CS records training.

3. The above is recommended in recognition of the need for sharpening the RO Course as such, but also in light of the fact that CS resources in training are increasingly strained. While extensive training in the CS records system should, ideally, be given all CS employees - clerical and professional - practical limitation on CS lecturer time and student availability make it essential that we devise highly selective training to hit the key individuals.

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Chief, SDF/Systems Group

cc - CI/MRO  
OIR -

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